

## DRILL PRESS SAFETY GUIDELINES

- 1). The principle hazards of metal working drill presses are those of bodily injury caused by:
  - a). Contact with moving machine parts or tools.
  - b). Being caught between the work and the machine.
  - c). Flying chips entering the eyes.
  - d). Material falling on the fingers or toes.
  - e). Flying chuck keys.
  - f). Work seizing up on the tool and pulling free of the work holder.
- 2). Always keep safety in mind.
- 3). Wear eye protection and safety shoes at all times.
- 4). Do not wear neckties, wristwatches, rings, jewelry, gloves, etc. when operating the machine. Long sleeve shirts will be rolled above the elbows and loose clothing tucked in.
- 5). The area around the machine should be free of oil or coolant spills (avoid a slippery floor) and as free as possible from obstructions. Keep the area clean at all times.
- 6). **Do not use compressed air to blow chips from the spindle/table machine surfaces, cabinets, controls, or the floor around the machine.**
- 7). For normal lifting, use leg, not back, muscles. For heavy lifting, use a hoist.
- 8). Illuminating lamps should be adjusted so light is not directed into operator's eyes.
- 9). When work platforms are used around the machine, they should be extremely sturdy, safe, and with anti-slip surfaces.

- 10). Wrenches, tools, and other miscellaneous equipment should be kept off the machine spindle/table as well as off all moving units of the machine.
- 11). Be mentally alert on the job, always sober, and never dulled by the influence of drugs, prescribed or otherwise.
- 12). Use the proper hand tools for each job.
- 13). Report any unsafe conditions to your supervisor. Only qualified personnel should perform maintenance repair work.
- 14). Keep drill press clean.
- 15). Do not operate while on medication and/or use of alcohol or drugs.
- 16). Clear table of all obstructions.
- 17). Get help when lifting heavy vises or workpieces.
- 18). Always secure your work piece and work table before drilling (never hold the work with your hands).
- 19). Do not clean taper when spindle is moving.
- 20). Use taper shank drills and reamers. Refrain from using large deming drills.
- 21). Do not use dull drills, reamers, taps, etc.
- 22). Always remove chuck key from chuck.
- 23). Use with face shields in place.
- 24). Stop feed every few seconds to break chip.
- 25). Use a brush to remove chips, do not use your hands or air gun.

- 26). Wait for spindle to coast to a stop. Do not use hands to slow down or stop spindle.
- 27). Never try to stop a workpiece that has come loose shut machine off.
- 28). Report any unsafe conditions to your supervisor.
- 29). Clean machine and area after each use.

### **Do's and Don'ts**

**DO** get thoroughly familiar with the STOP lever or button.

**DO** make sure that the work is held securely before engaging the cutter with it.

**DO** make sure that all tools and machine parts are clear of the cutter before starting the machine.

**DO** keep your hands away from the revolving items (cutters, spindles, work pieces, etc.)

**DO** handle all cutters carefully to guard against injury to yourself and others.

**DON'T** under any circumstances attempt to operate any machine unless you are thoroughly familiar with it.

**DON'T** Move any lever unless you know exactly what is going to happen when it is moved.

**DON'T** play around with the lever of any machine.

**DON'T** go away, even for a moment, and leave the machine running.

**DON'T** try to operate the machine and engage fellow workers in conversation at the same time. Keep your mind on your work and let the other fellow do the same.

**DON'T attempt to oil the machine while it is in operation.**